

City of Takoma Park, Public Works Department
31 Oswego Avenue, Silver Spring, MD 20910
(301) 891-7633

PERMIT FEE: \$25

APPLICATION FOR DRIVEWAY APRON PERMIT

OWNER'S NAME: _____ PHONE: _____

PROPERTY LOCATION: _____
Takoma Park, MD

SUBDIVISION: _____ LOT: _____ BLOCK: _____

CONTRACTOR'S NAME: _____ PHONE: _____

Is this for new construction? _____ NO _____ YES

If YES: County Permits attached _____

Is property located in the Historic District? _____ NO _____ YES

If YES: Historic Area Work Permit attached? _____

Provide a diagram of the lot and existing or proposed structures, trees, and pavement and complete the description and square footage chart on the space provided on the reverse side. A sample completed application is available on the general information sheet.

Please complete this form on both sides and return to the Public Works Department with payment of \$25 permit fee (check or money order only).

FOR CITY USE ONLY

Application received: ____/____/____

Technical Review Committee review required? _____ No _____ Yes

Public Works Site Visit: ____/____/____ Arborist Site Visit: ____/____/____

Approved:____ Denied:____

Reason for Denial: _____

Pour Approval: _____ Date: ____/____/____

APPLICATION FOR DRIVEWAY APRON PERMIT

Please provide a diagram of the lot, and indicate existing and proposed structures and pavement in the space below.

Please complete the following (square footage is determined by multiplying length by width):

	<u>Description</u>	<u>Square Footage</u>		<u>Description</u>	<u>Square Footage</u>
1.	_____	_____	5.	_____	_____
2.	_____	_____	6.	_____	_____
3.	_____	_____	7.	_____	_____
4.	_____	_____	8.	_____	_____

PLEASE NOTE:

YOU MUST CALL PUBLIC WORKS TO SCHEDULE INSPECTION OF THE FORMS BEFORE POURING OF CONCRETE.

SAMPLE COMPLETED DRIVEWAY APRON APPLICATION

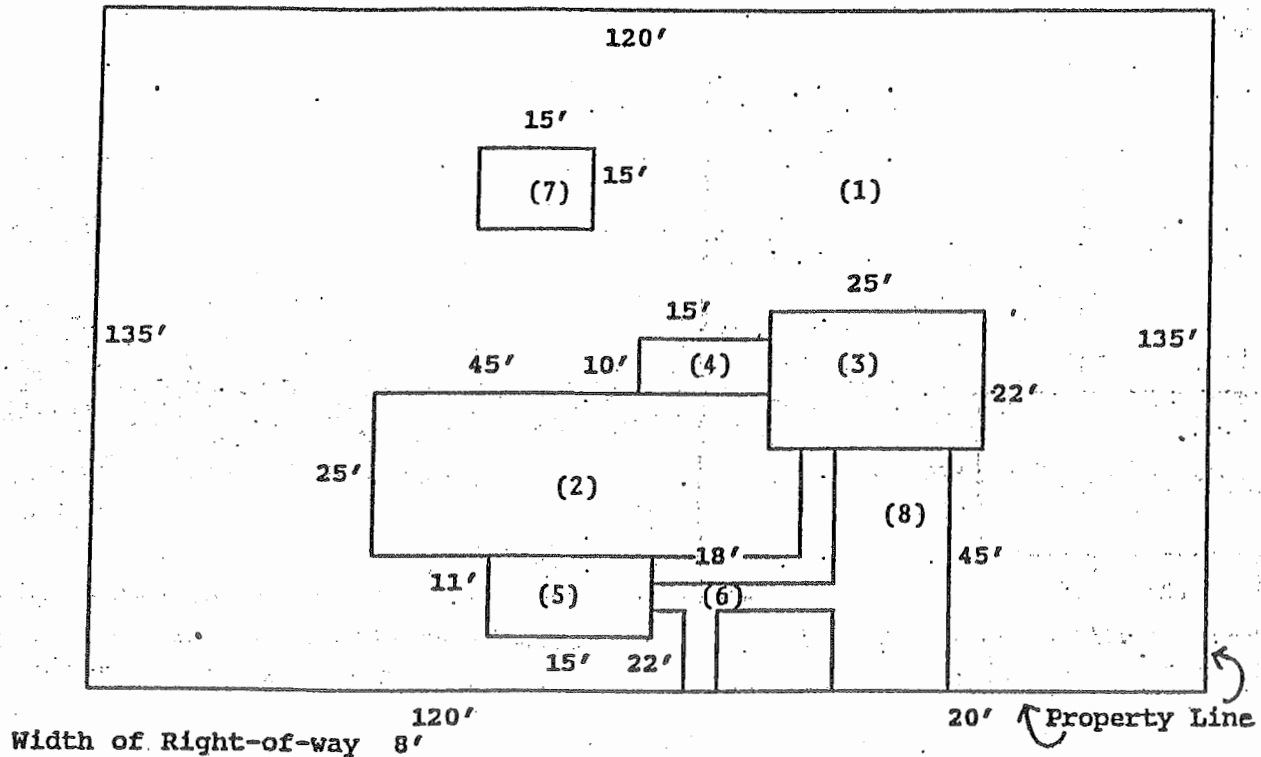
OWNER'S NAME: Jane & John Doe PHONE: 123-4567

PROPERTY LOCATION: 123 Anywhere Street
Takoma Park, MD

SUBDIVISION: B.Y. Morrison LOT: 10 BLOCK: 2

CONTRACTOR'S NAME: Construction Inc. PHONE: 222-3333

Provide a diagram of the lot, indicate existing or proposed structures and pavement.



Please complete the following: (Square footage is determined by multiplying length by width)

<u>Description</u>	<u>Square Footage</u>	<u>Description</u>	<u>Square Footage</u>
1. <u>Lot</u>	<u>16,200</u>	5. <u>Porch</u>	<u>165</u>
2. <u>House</u>	<u>1,125</u>	6. <u>Walks</u>	<u>120</u>
3. <u>Garage</u>	<u>550</u>	7. <u>Shed</u>	<u>225</u>
4. <u>Patio</u>	<u>150</u>	8. <u>Driveway</u>	<u>900</u>

PLEASE NOTE:

YOU MUST CALL PUBLIC WORKS PRIOR TO POURING THE CONCRETE TO HAVE THE FORMS INSPECTED

SAMPLE COMPLETED DRIVEWAY APRON APPLICATION

GENERAL INFORMATION FOR DRIVEWAY APRON PERMIT

Application process:

A driveway apron is the width of pavement that crosses the City right-of-way between the street curb and private property and is intended as an entranceway or exit. The installation or replacement of a driveway apron requires a permit from the City of Takoma Park. Replacement or installation of a driveway beyond the apron may require a construction permit from Montgomery County (240) 777-6298. If you are located in the Historic District, you may also need to apply for a Historic Area Work Permit (Historic Preservation Commission (301) 563-3400).

The driveway apron application form requires the applicant to provide a diagram of the lot with all existing and proposed structures and pavement, and a listing of the square footage of each structure/pavement (see sample completed application on reverse side).

After receipt of a completed application and payment of \$25 (check or money order), a Public Works inspector will review the application and determine if it requires approval of the Takoma Park Technical Review Committee (TRC). The TRC review is needed when the applicant is planning new construction on the property. After the TRC reviews the application it is forwarded to the Public Works inspector. If the TRC review is not needed the Public Works inspector visits the site to review the lot to determine if the applicant has met City requirements for a driveway apron. The City uses the Montgomery County guidelines for driveway aprons (see attached forms). If all requirements are met, the inspector approves the permit and the applicant is notified. Upon receipt of approval notification, the applicant can obtain a permit from the Public Works Department, 31 Oswego Avenue, Silver Spring.

The applicant is required to call Public Works at (301) 891-7633 to schedule an appointment for the Public Works inspector to review the forms and grade and provide final approval for pouring of the apron concrete.

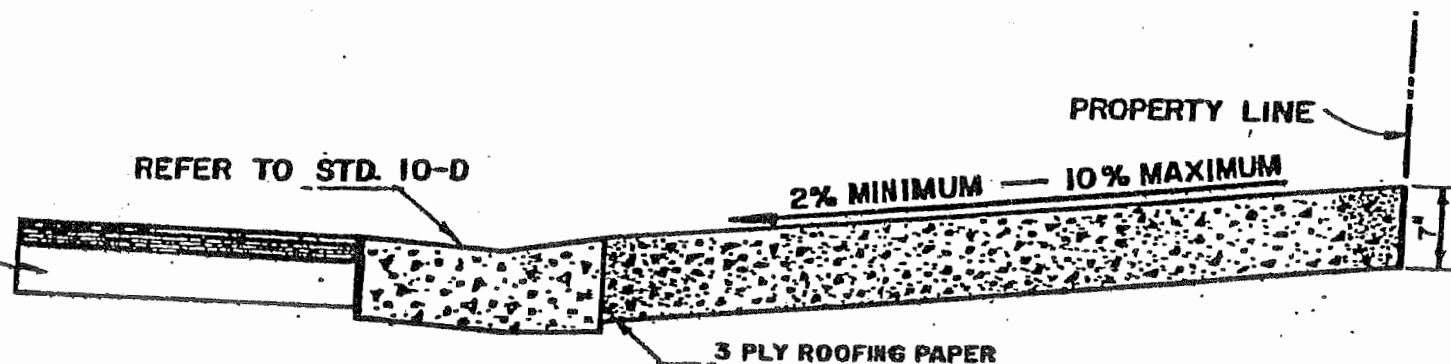
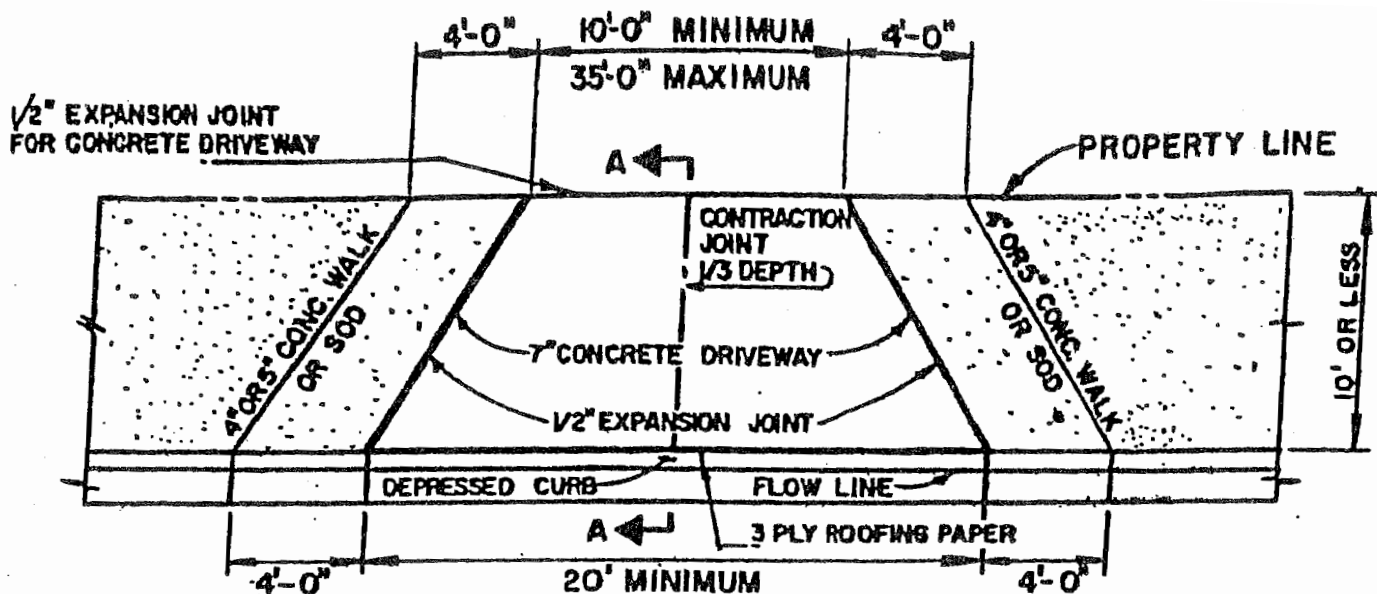
Driveway Apron Requirements:

Driveway aprons for single family homes and apartments can have a maximum width of 24 percent of the property frontage, or 20 feet, whichever is less; and a minimum width of 10 feet where the property line and City right-of-way meet. The width of the driveway apron at the curbline can be 8 feet wider than the width at the property line to allow for 4 feet wide apron wings on either side of the apron.

Replacement of an existing driveway apron is exempt from the size limitations, provided that the length of the new apron is the same as the one it is replacing and is installed in the same location.

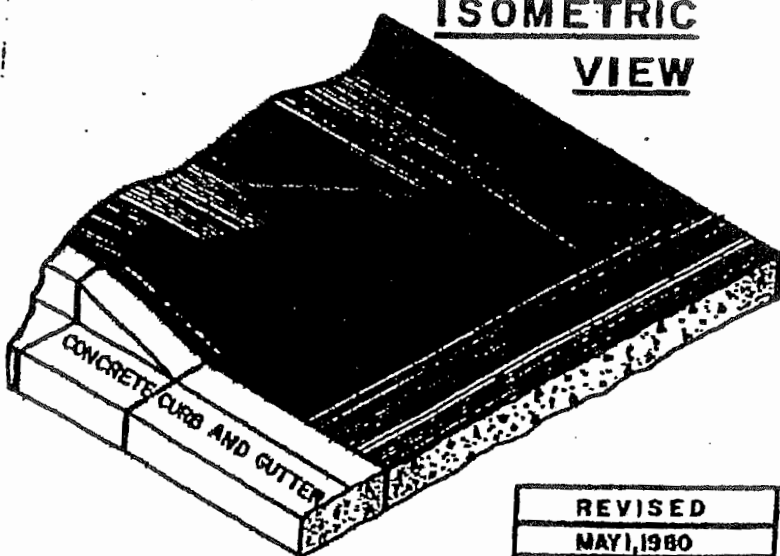
Cement concrete shall be used for installing or replacing driveway aprons. Driveway aprons cannot be installed within 3 feet of a tree planted in the City right-of-way. Applicant should contact the City Arborist at 301-891-7612 if a tree is located within 50 feet of the intended driveway area.

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SECTION A—A

ISOMETRIC VIEW



GENERAL NOTES

1. REFER TO MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION.
2. DRIVEWAYS TO BE MAINTAINED BY PROPERTY OWNERS.
3. ALL DRIVEWAYS DEPRESSED 2" AT PROPERTY LINE WHEN USING 8" CURB.
4. PROVIDE WEAKENED PLANE JOINTS AT MAXIMUM INTERVALS OF 15'.

REVISED
MAY 1, 1980
JULY 28, 1982

MONTGOMERY COUNTY
DEPARTMENT OF TRANSPORTATION

DRIVEWAY STANDARD WHERE
PROPERTY LINE IS 10' OR LESS
FROM FACE OF CURB

STANDARD NO. 23-F

APPROVED: MAY 17, 1976

E. James Sayer
CHIEF, DIV. OF TRANS. ENG.

Richard J. Lynch
DIRECTOR

Section 11.12.130 Driveway apron limitations--Exemptions--Construction requirements.

A. The length of driveway aprons, for single-family homes and apartments, to be installed shall not exceed 24% or 20', whichever should occur first, or be less than 10' measured at the property line of the respective property frontage abutting the right-of-way where the driveway apron is to be installed.

B. The length of driveway aprons, for duplex homes that share the same deeded lot, to be installed shall not exceed 24% or 20', whichever should occur first, or be less than 10' for each dwelling in the duplex, measured at the property line, based on $\frac{1}{2}$ of the respective property frontage abutting the right-of-way. Duplex homes that do not share the same deeded lot shall be treated as a single-family home in subsection (A) of this section.

C. Replacement of an existing driveway apron is exempt from length limitations, provided that the length of the new apron, measured at the property line, is the same size as the one it is replacing and that it is installed in the same location.

D. Dwellings that do not have property abutting a right-of-way, except for an easement or a narrow piece of land intended for ingress and egress, are exempt from driveway apron size limitations only.

E. Commercial properties shall conform to all County codes for driveway apron size limitations and location. Residential properties and apartments shall conform to all County codes for driveway apron locations.

F. A construction permit may be issued for a one-vehicle driveway apron to serve a 2-vehicle driveway, provided that the driveway parking area has a minimum of 162 square feet allocated for the parking of each vehicle and that a 10' maneuvering distance is maintained between the edge of the driveway apron abutting the private property and the parking area of the driveway.

G. A construction permit may be issued for a 2-vehicle driveway apron to serve a 3-vehicle driveway, provided that the driveway parking area has a minimum of 162 square feet allocated for the parking of each vehicle and that a 10' maneuvering distance is maintained between the edge of the driveway apron abutting the private property and the parking area of the driveway.

H. Cement concrete shall be used for installing or replacing driveway aprons when it abuts a cement concrete curb. Bituminous concrete or cement concrete shall be used for installing or replacing driveway aprons when it does not abut a cement concrete curb.

I. Driveway aprons shall not be installed within 3' of a tree planted in the City right-of-way.

J. Trees in City rights-of-way shall not be removed for the purpose of installing a driveway apron.

K. The City Administrator or his or her designee may grant exemptions from the requirements of this section on such terms and conditions as he or she may deem appropriate when the requirements of this section are in conflict with applicable County requirements.

L. A violation of this section is a Class B offense. (Prior code § 11-27)